



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

September 25, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REPORT ON THE FEASIBILITY OF ALTERNATIVE 4/40 WORK SCHEDULE

On June 10, 2008, on motion of Supervisor Don Knabe, your Board instructed this Office to provide an update on the County's telecommuting policies as well as recommendations to decrease transportation costs for employees. Your directive noted efforts by employers to decrease or avoid employees commute for at least part of their work week due to increasing gas prices.

On August 1, 2008, our Office submitted a memorandum to your Board in response to the County's telecommuting policies and efforts to increase employee use of public transportation. Further exploration of this topic prompted a review of the use of a synchronized 4/40 work schedule within County departments. We surveyed County departments to determine if any of their facilities could switch to a synchronized 4/40 work schedule. The synchronized 4/40 work schedule would allow employees to work 10 hours a day Monday through Thursday, with closure of facilities on Fridays. In addition to reducing employees commute to work, the implementation of a synchronized 4/40 work schedule could provide savings to departments stemming from reduced utility, custodial, and security costs as a result of facility closure on Fridays.

Our results indicate that 22 of the 39 departments surveyed offer an optional 4/40 work schedule to their employees. Of the 22 departments, 8 have offices on a synchronized 4/40 schedule. In addition, several departments stated that it may be possible to implement a synchronized 4/40 schedule in some of their facilities. Nevertheless, the general consensus was that the synchronized 4/40 work schedule is not feasible as it would impede public access to County services. Furthermore, the adoption of a

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

Each Supervisor
Page 2
September 25, 2008

synchronized 4/40 schedule would require discussions with affected employee unions and may have an adverse impact on employees, specifically concerning child care due to extended work hours. Additionally, adoption of a synchronized 4/40 schedule by a department in a multi-tenant facility that remained open on Fridays would yield little or no savings. Consequently, it does not seem advisable for the Board to mandate a synchronized 4/40 work schedule Countywide. However, we do recommend that, where possible, departments offer a 4/40 schedule on a voluntary basis as another option to reduce employee commute costs, providing it does not affect service to the public.

Our office will work to mitigate the aforementioned issues with departments that expressed interest in implementing a synchronized 4/40 work schedule and will seek your approval accordingly.

If you have any questions, or need additional information, please contact me, or your staff may contact James Yun at (213) 893-2072.

WTF:ES
GS:MG:ef

c: Executive Officer, Board of Supervisors